

# PUBLIC WORKS

## DEPARTMENT OF PUBLIC WORKS

The Arlington Department of Public Works (DPW) is comprised of eight divisions: Administration, Engineering, Highway, Water/Sewer, Properties, Cemeteries, Natural Resources, and Motor Equipment Repair. With a staff of 113, it is the goal of the Department to provide residents, boards, commissions, and other Town departments with superior Public Works services and support.

### Administration

The Administration Division provides the following services: financial (including budget preparation and administration), invoice payment, invoice billings, grant management, and water/sewer reading - billing, personnel and payroll management, customer service, contract administration, oversight of contracted solid waste and hazardous waste collection services, supervision of contracted custodial services, and oversight of contracted streetlight maintenance on public ways and parking lots.

### Solid Waste Collection

Waste Management provides contracted curbside and dumpster collection of solid waste and bulky items from residential and business locations. Through this contract the DPW collects solid waste at over 19,000 residences and 150 commercial accounts. Solid waste is also collected from the following municipal locations: Town Hall and eight other municipal buildings, Community Safety, three fire stations, two libraries, nine public schools, over twenty municipal parks, and approximately fifty public trash barrels. The bulky item collection program collects large items like couches, tables, and sinks.

The Town also provides contracted dumpster trash collection at schools, municipal buildings, non-profit organizations, apartment complexes, and condominium complexes.

### Recycling

Waste Management also collects recyclable items curbside on a bi-weekly schedule. The Department issues an annual guide with all the information needed for residents and businesses to make our recycling efforts successful.

In 2009 the Town implemented "single-stream" recycling. Under single stream, residents no longer need to separate their recyclables. All of the materials mentioned above can be co-mingled in a single container and placed out for collection. Our solid waste hauler transports our recyclables to a plant that completes the separation into the different materials for reuse. Many homeowners are discovering the convenience of placing all of their recyclables, unsorted in a single barrel with a recycling sticker.

Twice a year the Department holds a recycling event in conjunction with the Recycling Committee at the DPW facility on Grove Street. The first year of this program was 2003 when the Department gave out recycling bins as part of America Recycles Week in November. Since that time the event has grown into a twice-yearly event at which the Department collects clothing, shoes and sneakers, used toys, books, DVD's and CD's, bicycles, and scrap metal. Additionally, a company is available to shred documents. The Board of Health is at the event and collects medical waste such as syringes and prescription drugs. At each event the DPW also collects TV's and CRT's.

### Yard Waste Collection

Waste Management also collects yard waste curbside on a bi-weekly schedule from mid-April to mid-October, and weekly from mid-October to early-December. Leaves and grass clippings can be placed curbside in barrels with a Yard Waste identification sticker or in compostable 30-gal paper bags. Branches up to 1" in diameter can be placed curbside if cut into 3 foot lengths and tied into 30 pound maximum bundles. Additional recycling information can be found online at [arlingtonma.gov/recycle](http://arlingtonma.gov/recycle).

### Recycling, Solid Waste, and Hazardous Waste Statistics (in tons unless specified)

Materials	2010	2011
Solid Waste	15,166	14,633
Commingled (paper/glass/plastic/metal)	4,301	4,563
<b>RECYCLING RATE</b>	<b>28.36</b>	<b>31.18</b>
Yard Waste	2,421	2,431
TV/CRT's	2,432 (units)	1,995 (units)
Appliances	407 (units)	160 (units)

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## *Household Hazardous Waste Collection*

2011 marked the fourteenth year of Arlington's membership in the regional household hazardous waste collection facility at 60 Hartwell Avenue in Lexington. Eight monthly collection days were held from April through November. The program continues to collect large quantities of hazardous materials including pesticides, chemicals, used motor oil, antifreeze, and household cleaning products.

## **Engineering Division**

The Engineering Division continues to provide a wide variety of support services to other DPW divisions, various Town departments, commissions, contractors, public utilities, and to the general public. The Engineering Division works closely with the Highway and Water and Sewer Division upgrading and improving the infrastructure of the Town by providing surveys, engineering design, construction plans, field layouts, and field inspection services. The Engineering Division also provides technical design and specification for municipal infrastructure improvements, oversees contracted maintenance of the Town's traffic signals, reviews and makes recommendations on the impacts of planned private construction projects, reviews and provides regulation on proposed private way projects and improvements.

## *Accomplishments*

- Provided technical support to several projects of the Transportation Advisory Committee (TAC).
- Monitored and coordinated the Forest Street reconstruction project. (\$1.5 M in Federal-ARRA grant funding) with the Massachusetts Department of Transportation.
- Reviewed and updated procedures for managing utility trench repairs and street permitting.
- Continued to develop a Town-wide inventory of sidewalk ramps and locations where sidewalk ramps are needed.
- Oversaw and coordinated development of a 10 year capital improvement plan for the water distribution system.
- Oversaw the development of specifications, contract preparation, and construction for the 2011 Capital Improvement projects including: handicap ramp program (\$175,000), roadway resurfacing improvements (\$1,500,000), sewer rehabilitation services (\$1,500,000), water rehabilitation (\$650,000), and drainage improvement projects (\$250,000).
- Increased communication and outreach to residents and abutters for major construction projects including email notices, flyer noti-

cations, Town email Notices, and project web updates.

- Oversaw construction administration services, design services, and investigation of the Sanitary Sewer Inflow and Infiltration Improvement Program.

## **Highway Division**

The Highway Division of the Public Works Department maintains 102 miles of roads, 175 miles of sidewalks, 175 miles of curbing, eight parking lots; along with numerous guardrails, stairs, walls, and fences. The division oversees solid waste services including trash/recycling collections, bulky items collection/disposal, waste fill disposal, and hazardous waste programs. The division also performs street sweeping services and maintains traffic lines, signs and drainage systems (culverts, pipes, manholes, catch basins and drain channels).

With the \$400,000 annual increase in its paving budget, roadway improvements received a significant boost.



*Paving Improvement Projects*

## *Street Sweeping*

The Town is typically swept two times annually (spring and fall). Sweeping on main streets done weekly (twenty-eight times).

## *Snow and Ice Control*

- There were twenty-four snow and ice events.
- Private contractors used for five events.
- 95 inches total snow for season.

## *Performance Measurements*

- Repaired or replaced 68 catch basins.
- Cleaned over 635 catch basins.
- Removed and installed 1,475 l.f. concrete sidewalk.
- Removed and installed 1,225 l.f. asphalt sidewalk.

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## Special Projects

- Provided setup, tear down for Patriots Day Parade, Town Day, Feast of the East, and Elections.
- Placed gravel and re-graded reservoir parking lot.
- Rebuilt storm drain out flow pipe head wall (Gould Road).
- Removed and rebuilt trash rack in DPW yard.
- Assisted with Water Chestnut Harvesting at the Reservoir.
- Installed 30 bike racks at various locations in Town.
- Installed 4 memorial benches for the Recreation Department.
- Dug 2 rain garden areas and prepared area for planting.
- Placed gravel and re-graded Warwick Street for Board of Health.
- Responded to Tropical Storm Irene (downed trees) three weeks for street clean up.
- Responded to October snow storm (downed trees) four weeks for street clean up.



One of the snow removal operations in early 2011, East Arlington

## Water/Sewer Division

The Water and Sewer Division continues to maintain 135 miles of water mains, 127 miles of sewer mains, 9 Sewer Lift Stations, and numerous hydrants, valves, and service connections/shut offs. Additionally, the Division reads usage meters and prepares bi-annual bills on just under 13,000 accounts.

### Performance Measurements

- Worked with the Fire Department to perform annual fire hydrant inspections.
- Replaced 38 hydrants.
- Worked with Highway Division on annual basin cleaning project.
- Operated and maintained the Town's nine lift stations.

- Provided water use data to the Town Treasurer for billing.
- Repaired water main leaks at 24 locations.
- Repaired water service lines at 35 locations.
- Replaced 38 hydrants.
- Flushed over 300 locations to clear blockages from sewer mains and services.
- Sampled 14 locations weekly for water quality.
- Provided over 350 mark outs for underground excavation work.
- Completed the installation of more than 13,000 wireless sending devices (80% of total project) on water meters at Arlington homes and businesses.
- Provided emergency response crew 24/7 successfully.

## Motor Equipment Repair Division

The Motor Equipment Repair Division continues to maintain 105 over-the-road vehicles including three front end loaders, five backhoes, one mini-excavator, two tractors, nine heavy-duty dump trucks, nine small dump trucks, twenty-two pickup trucks, six utility body trucks, ten snow fighters, nine school buses, three street sweepers, two sewer flushing trucks, one rubbish packer, one compressor truck, one generator truck, two welding trucks, six sedans, three vans, one heavy-duty crane, one rack body, one small, multi-use tractor, and one flat bed.

### Performance Measurements

- Provided staff to Community Safety repair shop as needed.
- Replaced vehicles and equipment: 1 Ton Dump w/ Sander Body, and Water/Sewer Utility Truck.
- Maintained snow and ice vehicles during events.

## Properties Division

The Properties Division provides the Town of Arlington with quality custodial services, maintenance, and improvements to its public buildings and facilities. The Division is responsible for the maintenance of forty individual public buildings listed in the table below.

### Performance Measurements

- Repaired and painted exterior of Robbins House cottage barn.
- Oversaw the contracted replacement of flat roof sections and repairs of parapets and masonry on DPW Yard, Building B.
- Installed new DPW exhaust fans in garage.
- Performed Town wide painting.
- Completed the rehabilitation of the 2nd floor



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- Town Hall Annex.
- Provided assistance to numerous Town Department for building maintenance.

List of Public Buildings (40) serviced by Arlington Properties Division	
<b>Arlington Schools</b> Arlington High School Athletic Field Snack Shack Ottoson Middle School Stratton Elementary School Peirce Elementary School Dallin Elementary School Brackett Elementary School Bishop Elementary School Hardy Elementary School Thompson Elementary School <b>Non-Public Schools</b> Gibbs (Private Use) Crosby (Dearborn Academy) Parmenter (Private Use) <b>Public Safety</b> Community Safety Building Central Fire Station (HQ) Park Circle Fire Station Highland Fire Station <b>Recreation</b> Bath House Recreation Ice Rink Spy Pond Fieldhouse	<b>Libraries</b> Robbins Library Fox Library <b>Central Services</b> Town Hall Town Hall Annex <b>Public Works</b> DPW (Grove Street Complex) Assembly Hall Director/Engineering/Inspection Snow Fighting Garage Maintenance Garage Large Salt Shed Small Salt Shed Dog Pound Cemetery Chapel Cemetery Garage Reservoir Pump house <b>Miscellaneous</b> Robbins House Robbins Cottage Jarvis House (Legal Dept.) Jefferson Cutter House Mount Gilboa 27 Maple Street (Senior Center) 23 Maple Street (House)

## Natural Resources Division

The Natural Resources Division consists of the Forestry and Parks sections and is responsible for the proper management, care, and maintenance of Arlington's more than 19,000 public trees.

### Forestry

During the year the division maintains the trees along the Minuteman Trail that runs from the Cambridge line to the Lexington line. The Division is responsible for the execution of the holiday lights program. The Division cleans and maintains traffic islands around Town. On Massachusetts Avenue the Division takes care of the American flags and the banners. Staff of the division maintains the extensive grounds between the Town Hall and the Robbins Memorial Library.

### Performance Measurements

- With the help of the Tree Committee, planted 90 trees.
- Installed approximately 2,000 holiday lights
- Maintained "Tree City USA" designation from the National Arbor Day foundation.
- Removed 75 dead or diseased trees.
- Responded to Tropical Storm Irene (significant tree damage).
- Responded to October snow storm (significant tree damage).



Branch collection operation post Tropical Storm Irene, Arlington Reservoir

### Park Maintenance

The division maintains thirty parks, numerous playgrounds, athletic field infrastructure open spaces, and public lands including: the Reservoir forested trails and beach facility, North Union Spray Pool, the Town Hall Gardens, the Donald R. Marquis/Minuteman Trail, Broadway Plaza, the Robbins House gardens, and traffic islands.

### Performance Measurements

- Implemented improved field turf maintenance schedules.
- Continue to put a priority on prompt graffiti removals.

## Cemeteries Division

The Cemetery Division maintains the Mt. Pleasant Cemetery and the Old Burying Grounds. Lawn mowing, raking, and tree trimming have been done by contracted services since 2008. Maintenance of gravestones, tombs, walls, fences, roadways, trees, and the Chapel continues to be provided by the remaining five staff members.

Mount Pleasant Cemetery is expected to run out of spaces for new gravesites within the next five years and planning for future interments is a major priority. A feasibility study has been completed and plans will again be presented to Town Meeting for approval for limited use of cremains in Cook's Hollow Conservation area. This plan has been created with the Conservation Commission and Historical Commission. The Cemetery is currently planning for green cremain burials. Chapel improvements for increased functionality are being explored. The concept of a columbarium is being explored as well.

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Mount Pleasant Cemetery Revenues in 2011	Number	Revenues Invoiced
New Grave Site Sales	62	\$ 132,500
New Urn Grave Sales	4	\$ 1,550
Perpetual Care Sales	66	\$ 33,000
Grave Site Buy-backs	1	\$ (1,200)
Earth Burials	198	\$ 198,000
Cremain Burials	63	\$ 18,900
Non-Resident Burials	95	\$ 46,000
Overtime, Holiday Surcharges	39	\$ 27,600
Mock Burial	4	\$ 1,000
Foundation Charge	72	\$ 14,400
Disinterments	0	\$ 0
Veteran Graves – earth/urn	3	\$ 1,500
Recording Fee	3	\$ 300
Chapel Use, Misc.	2	\$ 175
<b>Total Gross Revenues</b>		<b>\$ 473,725</b>

### Recognitions

The following Public Works Employees completed their service to the Town and its residents in 2011 with over twenty-five years of service: Richard (Fitzy) Fitzgerald, 61 years of service and Paul Dean with 28 years of service. With Mr. Fitzgerald's passing the Town lost its longest serving municipal employee.



*Richard "Fitzy" Fitzgerald*

### Performance Measurements

- Bid 3-year contract for grounds maintenance services.
- 4 step turf maintenance program was put in place.
- Ground Penetrating Radar was performed to investigate additional cemetery space.
- Continued program of cleaning old stones and monuments in Mt. Pleasant Cemetery.
- Active member of Cemetery Expansion Committee to bring cemetery expansion to Cooke's Hollow.

In conclusion we would like to extend heartfelt thanks to our dedicated Public Works employees who keep our roads repaired and plowed, water flowing, our sewers running, our trash picked up, and our parks attractive. Their efforts are an important part of the high quality of life that we enjoy in our community.



*Water chestnut removal, Arlington Reservoir*